

# WEEKLY REPORT

REQUIRED BY CHAPTER 41 S.F. ADMINISTRATIVE CODE

To be completed and posted in Hotel lobby by noon the following Monday  
(The Week is from Monday to Sunday)

**WEEK OF:**

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All the information indicated below is to be completed for the preceding week and posted weekly in the Hotel Lobby by the Hotel Owner or Operator of the Residential Hotel before 12:00 Noon on the following Monday, pursuant to Section 41.9 of Chapter 41 of the San Francisco Administrative Code (HCO).

**Date of Issuance for the Certificate of Use:**

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Please provide the number of TOURIST ROOMS  
the Hotel Owner /Operator is entitled per the Certificate of Use:

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Number of guest rooms which were used as TOURIST ROOMS during the preceding week  
(from Monday posting date):

MONDAY:	_____	DATE:	_____
TUESDAY:	_____	DATE:	_____
WEDNESDAY:	_____	DATE:	_____
THURSDAY:	_____	DATE:	_____
FRIDAY:	_____	DATE:	_____
SATURDAY:	_____	DATE:	_____
SUNDAY:	_____	DATE:	_____

Signature of Owner / Operator / Lessee (circle one) :

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Date of Posting:

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After posting the Weekly Reports, the original shall be preserved and maintained by the Hotel Owner/Operator for a period of not less than two years.

The Hotel Owner/Operator shall permit the Department of Building Inspection to inspect the Hotel HCO records and other supporting evidence.